

Lenovo Tablet X41 Out of the Box Resource Manual



Technology as a teaching and learning tool



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Contact:

Cynthia M. Getz
Manager, New York City Education Group
cgetz@customonline.com
631-630-1277

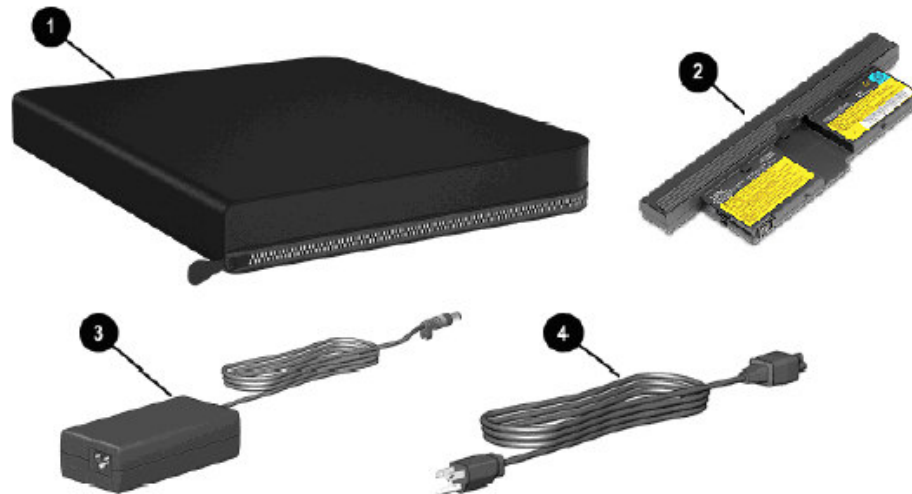
iTeach iLearn Classroom Package

- Lenovo Tablet
- Projector / Mobile Presentation Cart
- Interactive Whiteboard on Floor Stand
- Integrated Audio System
- Datamation Laptop Cart
- Printer

This Out of the Box manual will provide information on the Wireless Tablet – the Thinkpad X41 Tablet.

The following is included with your Tablet:

1. Tablet
2. Battery
3. AC Adapter
4. Power Cord



Lenovo Tablet X41 as your Instructional Tool



Operating System	Windows XP Tablet Edition
Display Size	12.1"
Memory	512 MB
Hard Drive	40 GB
Wireless	ThinkPad wireless network connections
Security	Absolute Computrace
Optical	External DVD drive
Battery	8 cell

Tablet Front View



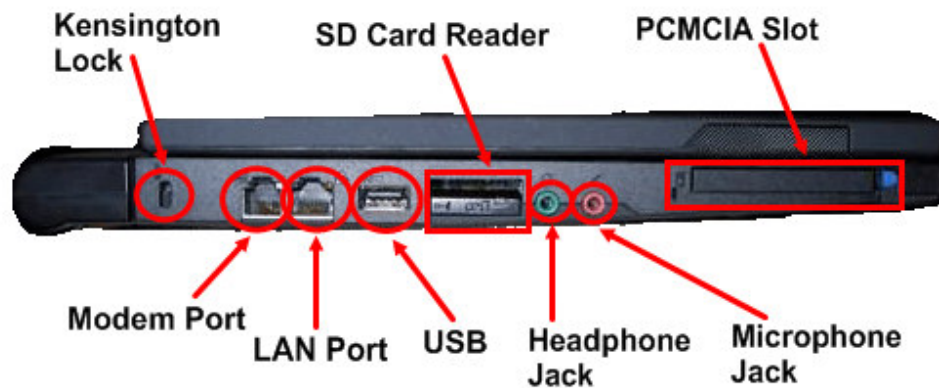
Components	Description
TrackPoint	Apply pressure to move pointer.
Mouse buttons	Use center blue button with TrackPoint to scroll. Use red buttons for right and left mouse click.

Tablet Top View – Controls



Components	Description
Power	Located in the lower left hand corner of the screen; press in to turn on. You will hear the famous “chime” which indicates the computer is starting up. It may take as long as a minute or two for the entire start-up process.
Lock / Unlock	Lock or unlock the power button. Prevent accidental power on or off when transporting in Tablet mode.
CTRL + ALT + DEL	Keyboard command that is used to start, resume, or reboot the computer.
Screen rotation	Rotate display to desired orientation.
Tablet Shortcut Utility	Provides Toolbar that has the short cuts to the ThinkPad utilities, the options to adjust system settings and other useful functions.
Esc	Same as the Esc button on the keyboard.
Enter	A key that moves the curser (or insertion point) to the beginning of the next line, or returns control to whatever program is currently running.

Tablet Left Side



Components	Description
Kensington Lock	Used for attaching a lock and cable security apparatus.
Modem Port	Connects a modem cable.
LAN Port	Connects a LAN (Local Area Network) Ethernet cable.
USB	Connects peripherals with USB (Universal Serial Bus) cable connections.
SD Card Reader	Used for inserting a SD (Secure Digital) Card. Generally, this is a memory card from a digital camera, PDA, etc.
Headphone Jack	Connects a headphone.
Microphone Jack	Connects an optional monaural or stereo microphone.
PCMCIA Slot	Expansion for accessory expansion including external CD/DVD drive.









Tablet Right Side



Components	Description
AC In	The connection for the AC adapter (power cord).
VGA Out	VGA (Video Graphics Array) cable connection port. Used for attaching an external computer monitor or projector.
USB / Mini USB	2 ports. Connects peripherals with USB (Universal Serial Bus) or Mini USB cable connections.
Heat Vent	Location where the internal fan vents warm air to keep internal components cooled. DO NOT cover or block this vent while tablet is in use.

Tablet Indicator Lights



Indicator	Description
	Wireless Status Green: Wireless is operational and radio on.
	Bluetooth Status Green: The Bluetooth is operational.
	Number Lock Green: The number lock is enabled.
	Caps Lock Green: Caps Lock is enabled.
	Drive in use Green: Data is being read or written from hard drive.
	Power on Green: The computer is on and ready to use.
	Battery Status Green: The battery is in use and has enough power. Blinking Green: The battery is being charged, but still has enough power to operate. Orange: The battery is being charged, but battery power is low. Blinking Orange: The battery needs to be charged.
	Standby Status Green: The computer is in standby mode. Blinking Green: The computer is entering standby / hibernation mode, or is resuming normal operation.

Input Tools

TrackPoint Mouse

The keyboard contains a unique cursor-pointing device called the **TrackPoint**.

- A little red button nestled between the G, H, and B keys.



TrackPoint

- Push it, like a miniature joystick, in any direction to move the mouse in that same direction. The speed at which the pointer moves corresponds to the pressure you apply to the button.
- To click, use the two red-striped buttons at the base of the keyboard. The left button works as a regular mouse click and the right button works as a right mouse click
- Pointing, selecting, and dragging all become part of a single process you can perform without moving your fingers from their typing position.

If you are not familiar with the **TrackPoint**, the following instructions will help you get started:

1. Place your hands in the typing position and press gently with either index finger on the red button in the direction you want the cursor to move.
2. Pressing the button away from you moves the cursor up the screen; pressing it toward you moves the cursor down the screen.
3. Pressing sideways allows you to move the cursor side by side.
4. Press the click buttons with either thumb to select and drag as required by the software.

NOTE: The cursor may drift. This is not a defect. Do not use the TrackPoint until the cursor stops moving.

Tablet Digitizer Pen

The X41 Tablet includes a digital pen that you use to control the computer and to write text in your own handwriting.



The pen interacts with the Tablet whenever the tip is within .5 inches from the screen. The pen button imitates the functions of a mouse.

USB Storage Device

The term USB stands for Universal Service Bus. The USB port connects computers to external devices. An example of a USB device is a USB Storage Device often referred to as a Flash Drive or Thumb Drive.

Use of USB Storage Device

Files can be copied to and from this device. When you plug a device into an available USB port, the Windows XP operating system will automatically detect its presence and assign it the first available drive letter, i.e., F:/, or G:/.



Removing a USB Storage Device

When you are finished using the USB storage device, DO NOT pull it out of the USB drive.

1. Click on the USB icon found in the system tray on the bottom right of your screen.



2. A pop-up window will state **Safely remove USB Mass Storage Device-Drives (I:,E:)** Select the message.
3. You should receive a notification that it is safe to remove the hardware. If you receive a message that it is not safe to remove the hardware, close all applications and try again.

Battery Maintenance



Battery Life

Battery life varies based on many factors: screen brightness, applications running, power management, battery conditioning, and preference settings.

Initial battery life is estimated at 4 – 5 hours.

Changing the Battery

1. Turn the computer over, and slide the **UNLOCK/LOCK** latch on the bottom of the battery to the **UNLOCK** position.
2. While holding the latch on the ride side in the **UNLOCK** position, remove the battery from the tablet.
3. Align the grooves on the charged battery with the tabs on the back of the computer.
4. Slide the battery into the computer until it clicks into place.
5. Slide the **UNLOCK/LOCK** latch into the **LOCK** position.

Getting to Know Your Tablet Battery Meter

A fully charged battery can provide a few hours of use, depending upon the application usage, network activity and other system settings.

- Push in the button on the back of the Tablet above the four green LEDs. Four lights indicate the amount of battery time remaining on the battery. All four lighted means a complete charge. As the lights diminish, so does the charge.

It takes about 2 – 3 hours to fully charge a battery. When the power adapter is plugged in, the battery is recharging whether the computer is off, on, or asleep. The battery charges more quickly if the computer is off or asleep.

Tablet Proper Care Policies

The Tablet is the property of the New York City Department of Education iLead Institute and is on loan to you to use as a tool for instructional leadership. It is your responsibility to keep your Tablet in good condition. This involves making sure it is stored in the device locker properly and kept clean. Below are some guidelines to follow when cleaning and storing your Tablet

General Care

- Under no circumstances are you to open the Tablet PC housing – doing so will render the warranty void.
- Liquids and other debris can damage the Tablet PC. Avoid eating or drinking while using the computer.
- Close and open the Tablet carefully – from the center of the screen – do not slam it shut!
- Do not leave pencils or pens on your keyboard when closing your Tablet.
- Do not use the Tablet as a folder to store papers.
- Do not insert things, especially metal, into the openings of your Tablet.
- Be patient!! Sometimes computers need a few seconds to think. Don't start pounding on the keys if a response is not immediate.
- Do not use the computer in a dusty or dirty area. Dust can cause contamination of the unit that can result in malfunction or damage.
- Cables should be lined up straight with connector when inserting and removing. Be sure to grasp the plug, not the cord, and pull straight out when disconnecting.
- When removing the power cable, grasp the cable by the plastic end, not the wire. Pull gently to disconnect. Do not jerk the cable out.
- Be careful not to jerk the Tablet around when cables are attached.
- Close the computer very carefully. The screen is the most fragile part of the machine.
- Never expose your Tablet to extreme conditions (heat or cold).
- Type gently on the keyboard. The keyboard is pressure sensitive and as a result is very responsive
- Make a routine of cleaning and using your keyboard properly. If you do this, you shouldn't encounter many problems.

Taking Care of the Screen

- Take particular caution with the screen. The screen is very susceptible to damage from excessive pressure. In particular, avoid grasping the Tablet by the screen with any force.
- Be certain to only use approved styluses on the screen.
- Should you need to clean the screen, use a clean, lint free, soft cloth.
- Never use water or cleaning agents, such as window cleaners or dusting polishes on any part of the Tablet, including the screen.
- You may clean the screen as you would a camera lens or a good pair of glasses. In particular, you may use anti-static cloths or lens cleaners designed specifically for camera lenses and glasses often sold as moist towelettes.

Carrying the Tablet

- Always close the lid before moving. Close the lid with the screen inward. You should never transport your Tablet PC in laptop mode, i.e. with the lid up. Be sure that there is nothing trapped between the screen and the display.
- Never pick up your Tablet by the display.
- Closing the lid sends the Tablet into hibernate. To prevent permanent damage to the hard drive, you should wait for your system to enter hibernate mode before moving it.
- Never move your Tablet when you can hear the hard drive spinning.
- For prolonged periods of inactivity, you may want to hibernate or shut down completely before closing the lid. This will help to conserve the battery.
- Remove the computer carefully and gently from the cart.
- Always make sure your hands are clean.
- When moving your Tablet use two hands, or hold the Tablet close to your body.
- When passing the tablet to another student wait to hear the student say "I've got it" before letting go.
- Place the computer on the table gently.
- Keep the computer away from the edge of a desk or table.
- Always walk with the computer in a closed position.
- Do not drop your Tablet. It is fragile.
- Never leave your Tablet unattended.

Maintaining your Battery

- Once a month it is a good idea to allow your battery to completely drain.
- If your battery is not charging, do not wiggle the power cord back and forth. Try removing and reinserting it again.
- Use only the battery that came with your Tablet.
- Use Standby mode for short periods of non-use time to conserve battery power and quickly resume working.
- Use Hibernate mode for longer periods of non-use. It will take longer to resume than Standby mode, but is more secure and uses less power.

Storage

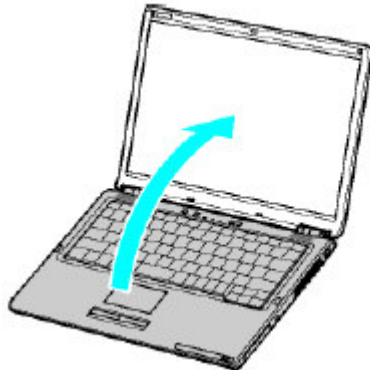
- Your Tablet will be stored in the device locker which is a cool, dry, and secure place.
- Make sure your Tablet is being fully charged while in your device locker.

Addressing Problems – Repair, Theft, Loss

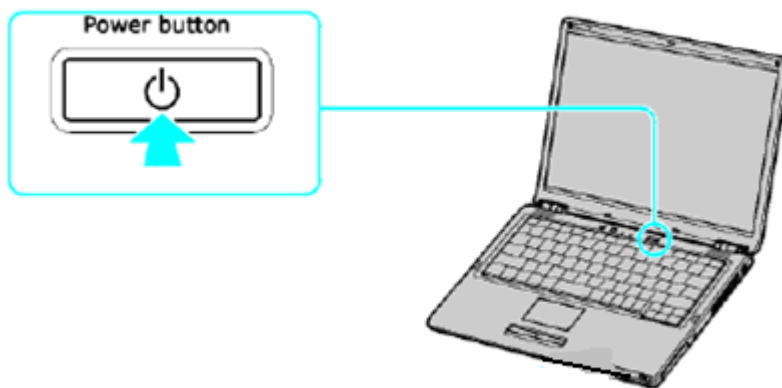
- Address any problems as soon as they occur. If you are not sure how to address a particular problem or issue, immediately contact your teacher or the Depot Manager for assistance. If your Tablet requires either software or hardware repairs, please bring it to the Depot Manager in your school as soon as possible. You will receive a replacement unit.

Opening the Tablet

1. Open the Tablet by sliding the black button on the front and pulling open the lid using both hands in the middle of the screen.
2. Hold the bottom of the computer firmly with one hand, and lift the LCD screen lid with the other hand.
3. Adjust the screen to the best viewing angle.



4. Press the power button.



NOTE: If you continue to press the power button, the computer will turn off.

Setting up the Tablet as a Notebook



1. Tilt the monitor until it is at a 45 degree angle and facing you.
2. Turn the screen on the rotation disc clockwise until it is turned 180 degrees.
3. Fold the screen onto the keyboard and pull down gently until it is flat.
4. Press the Tablet lock until you hear a click. The Tablet conversion is now complete.
5. In Tablet mode, the X41 Tablet display automatically responds to a change in orientation.
6. Using the **Screen Rotation Button**, you can manually change orientation.



Power Management

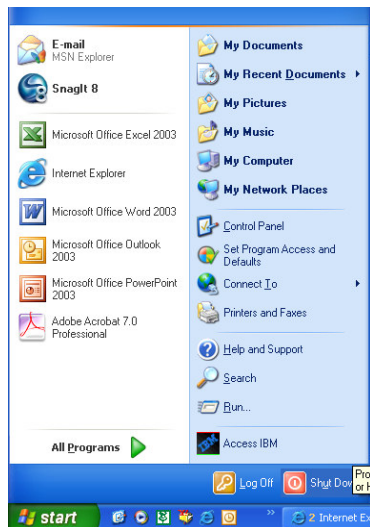
Putting your Tablet in Hibernate Mode

The Windows XP operating system allows the user to put the Tablet into Hibernation. Hibernation places the Tablet into a rest mode, where the hard drive stops spinning and the screen shuts off, remembering where you were before entering Hibernation.

- To place your Tablet into Hibernation, hold down the **Fn** key and press the **F12** key once.

An alternative way to place your Tablet into Hibernation mode:

1. Click **Start** on the taskbar.
2. Select **Shut Down**.



3. In the "What do you want the computer to do?" window, click on the **Drop-Down Arrow**.
4. Select **Hibernate**.



5. Click **OK**.

Restarting your Tablet from Hibernation

1. To restart your computer from Hibernation, press the **power button**.
2. A "Resuming Windows" message will appear at the bottom of your screen.
3. Once the process is complete, the screen you left previous to Hibernation will appear.

Restoring Your Icons after Hibernation

There may be times when your desktop icons do not reappear following the restoration of your computer from Hibernation.

- To restore desktop icons after Hibernation, restart your system.

Standby

In Standby, the computer slows down and uses less electrical power. Programs continue to run in the background although the computer appears to be off. The computer "wakes up" when it detects user input.

1. To put the Tablet into standby, hold down the **Fn** key and press the **F4** key once.
2. Press the power button to wake up the Tablet.

NOTE: If your computer experiences a power outage during standby, all work that you have not saved is lost because the computer is still running in the background.

Turning Off Your Tablet

Using the power button to turn off your tablet may result in loss of data.

Follow the steps below to properly turn off your tablet and avoid losing data.

1. Close all applications.
2. Click **Start** on the taskbar.
3. Click **Turn Off Computer** at the bottom of the **Start** menu.
4. Select **Turn Off**.
5. ***Respond to any prompts warning you to save documents.***
6. Wait for your computer to turn off automatically. The computer is off when the power indicator turns off.

NOTE: If you are unable to turn off the computer, press the power button and hold it until the power indicator turns off (approximately 5 seconds). This operation may result in data loss.

Input on a Tablet PC

The X41 Tablet is capable of different types of input dependant on whether you are using laptop or tablet mode.

Laptop Mode Input:

- Keyboard

Tablet Mode Inputs:

- Inking using Ink Aware Applications (Windows Journal, OneNote, MS Word)
- Pen, or
- Tablet Input panel

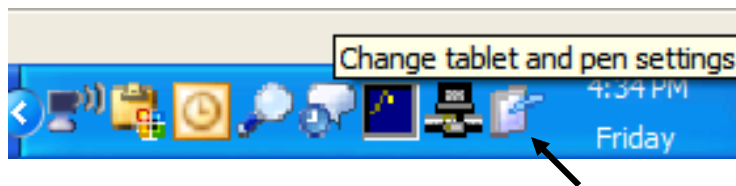
Inking

Inking is the technology that has been developed in the Tablet PC operating environment to write, draw, and annotate directly on the screen of the Tablet. Inking is used in conjunction with the Pen.

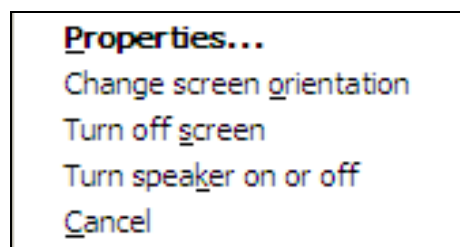
Tablet and Pen Settings

The Tablet and Pen Settings icon in the System Tray allows you to customize the Tablet. The Menu is available from the System Tray and also from the Control Panel.

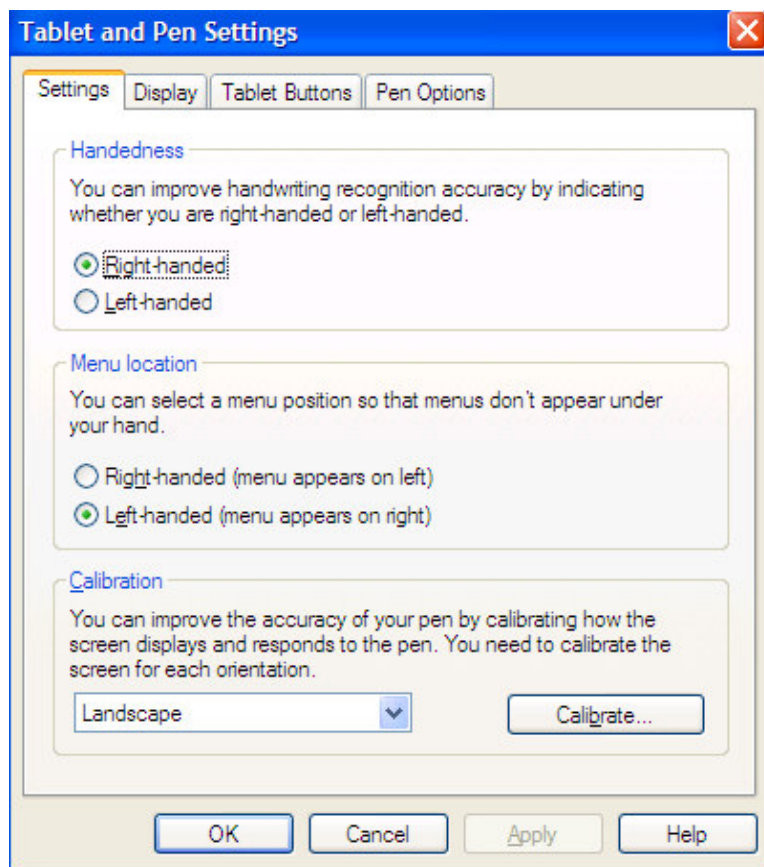
1. Access your Tablet and Pen settings menu from the System Tray at the bottom right hand side of your screen.



2. Select **Change tablet and pen settings** icon.
3. Select **Properties**.



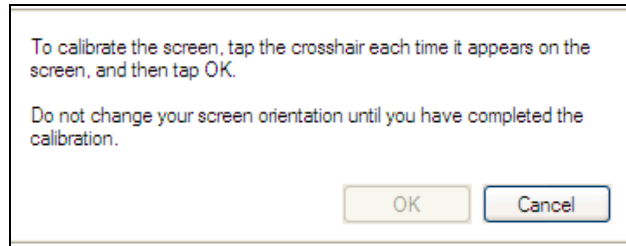
The Tablet and Pen Settings menu will be available to customize the **Settings**, **Display**, **Tablet Buttons**, and **Pen Options**.



Settings Tab

- In the Tablet and Pen Settings window, tap the Settings tab if it is not already selected.
- Handedness – Select the Right-handed or Left-handed radio button based on your need or preference.
- Menu Location – Select the Right-handed or Left-handed radio button based on your preference.
- Calibration – Improve the accuracy of your pen by calibrating how the screen displays and responds to the pen.

1. Select **Calibrate**.



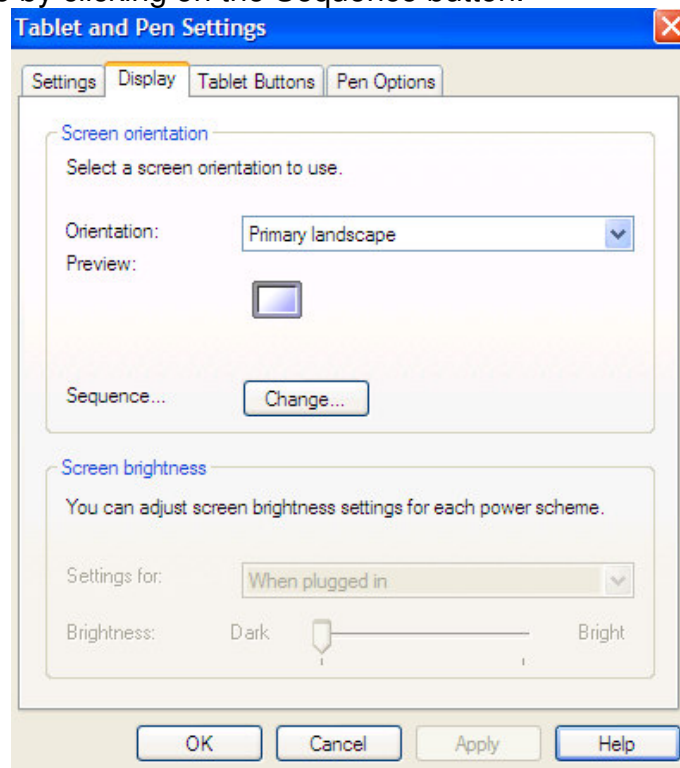
2. Tap the crosshair each time it appears on the screen, and then tap **OK**. Do not change your screen orientation until you have completed the calibration.



3. Select the pull down menu for each orientation as you need to calibrate the screen for both possible orientations.

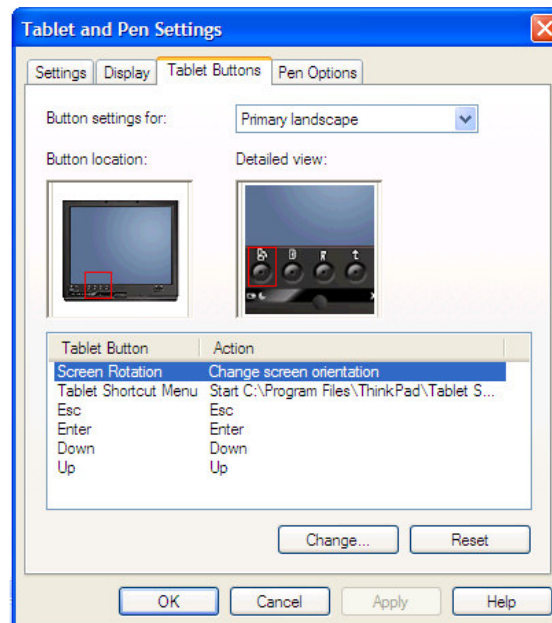
Display Tab

- Select the **Display** tab to change the Screen orientation when you are in tablet mode. You have the ability to change the order of the display sequence by clicking on the Sequence button.

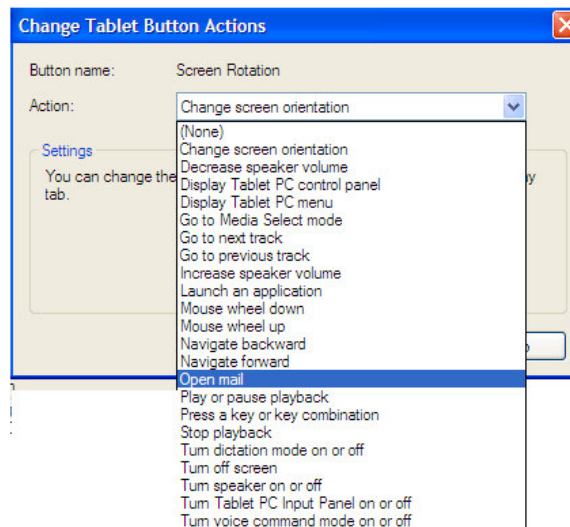


Tablet Buttons Tab

- Select the **Tablet Buttons** tab. Button settings can be customized for each orientation. Customize Tablet Buttons and Actions to suit your personal preference from the drop down menu.



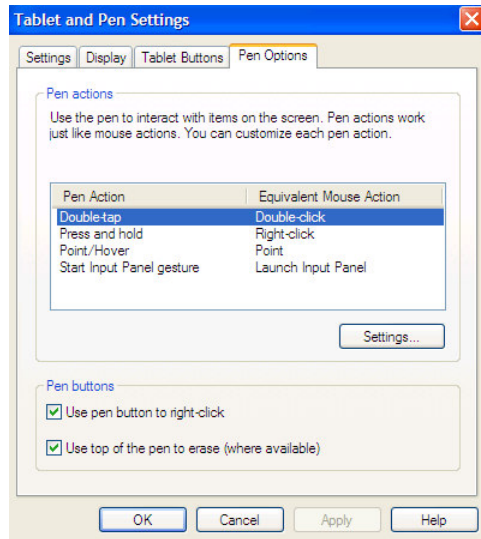
1. Highlight the Tablet Button line item you would like to modify.
2. Select the **Change** option to customize each Tablet Button. Choose from the **Action** drop down menu.



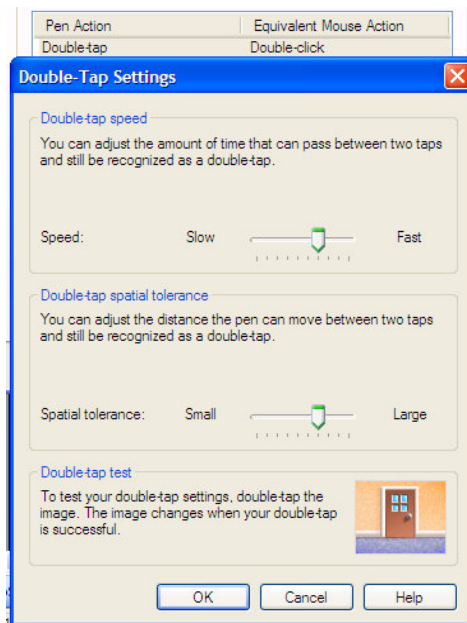
3. Select **OK**.
4. Select **OK** to confirm your button and action change.

Pen Options Tab

- Select the **Pen Options** tab to customize your pen actions. Pen actions work just like mouse actions.



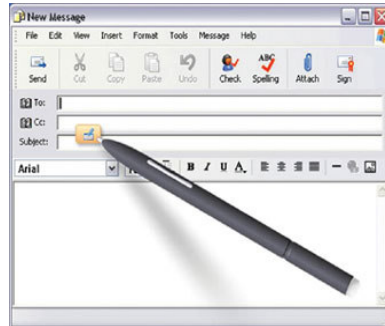
1. Chose the “Double-tap” Pen Action.
2. Select **Settings**. The Settings option allows you to adjust the double-tap speed and the spatial tolerance between taps.
3. Try the Double-Tap test.
4. Select **OK**.



Tablet PC Input Panel

The Input Panel is an on-screen keyboard and writing pad. With Input Panel, you can type text without your standard keyboard. Input Panel converts handwriting to text and you can make corrections quickly and easily before inserting text.

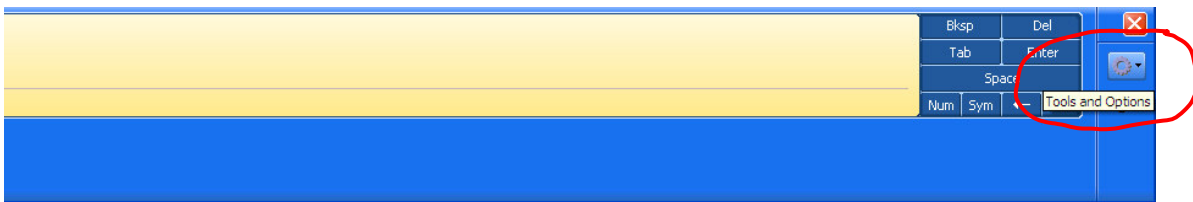
- The Input Panel icon appears automatically when you tap the location on the screen where you want to insert text, for example, in the middle of a paragraph in a Microsoft Office Word 2003 document.
- To open the Input Panel next to the location where you want to enter text, tap the floating Tablet Input Panel icon.



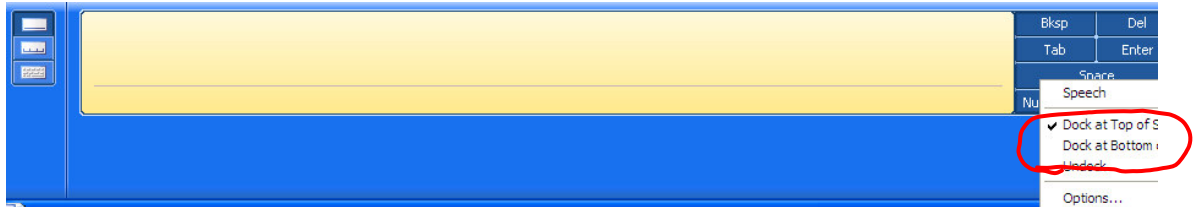
- You can move the Input Panel anywhere on the screen by using the move handle, which appears at the far right side of Input Panel. When you float the Input Panel, you can move it anywhere on the screen and adjust its size.

The **Tools and Options** menu allows you to dock the Input Panel. When docked, the Input Panel is always visible and does not cover any open windows. It can be set to appear at the top or bottom of the screen.

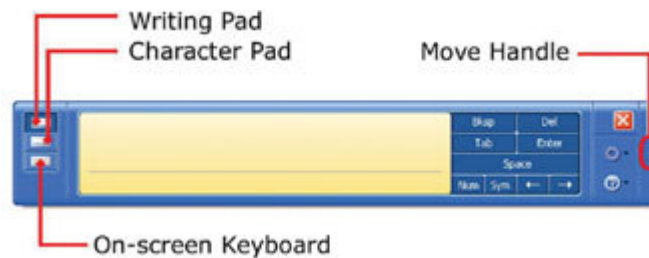
- Select **Tools and Options** button on the right side of the Input Panel.



- Select **Dock at Top of Screen**, **Dock at Bottom of Screen**, or **Undock**.

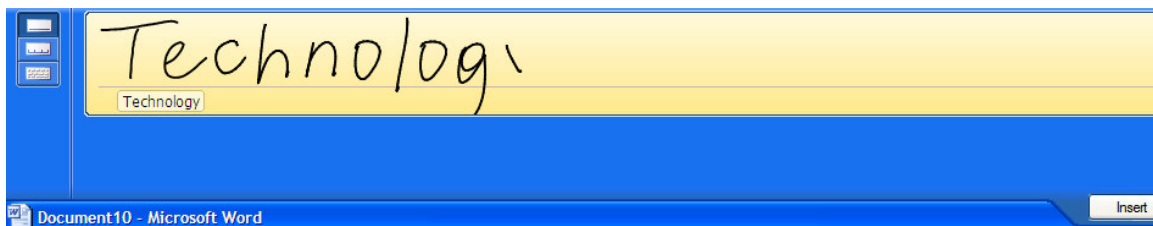


The Input Panel offers three entry modes—the Writing Pad, the Character Pad, and the On-screen Keyboard.



Writing Pad

The Writing Pad option in the Input Panel converts ink to text dynamically.

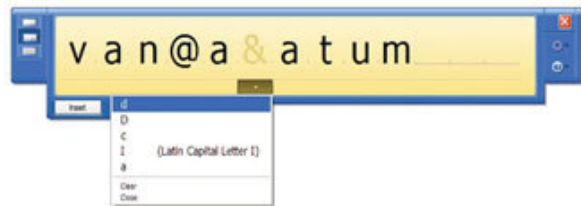


1. Enter text by using the ink feature in the writing pad.
2. As you write, Input Panel expands to accommodate more text as needed.
3. Select **Insert** at the place in your document that you want to add the text.
4. Backspace, Delete, Tab, Enter, Spacebar, Number, Symbol, and arrow keys are available.
5. To erase text, move pen to the right and left in a scribbling type motion. This will erase inked text.

Character Pad

The Character Pad also converts your ink to text. The character pad is useful when you need the highest levels of accuracy, for example, when you're entering an email address or a URL.

- Characters that you enter into the character pad are immediately converted to text, so you can spot and fix any errors immediately.
- Character pad can be used to enter one letter at a time.



On-Screen Keyboard

The On-screen Keyboard is always available when you start or resume your computer.

- Simply tap the letters on the keyboard to form words.
- The Input Panel enters the text directly in the field or at the insertion point of the active program.
- The On-screen Keyboard is especially useful for entering small amounts of text, such as passwords and file names.

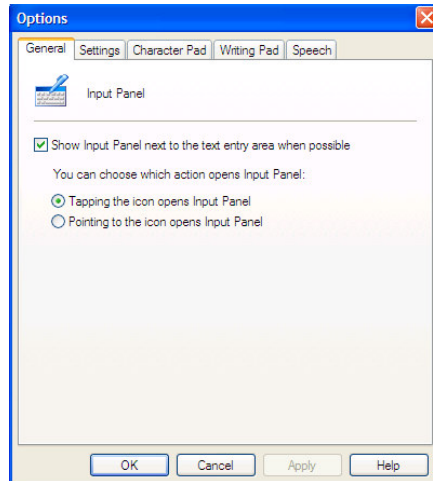


Pen Input and Handwriting Tips

- Hold the pen as if you are writing with a pencil or a pen.
- Position your hand on the pen so that you will not accidentally press the pen buttons.
- As you monitor the movements of the pen, focus on the pointer on the screen, not on the tip of the pen.
- To select an item on the screen as you would with the left button of a mouse, tap the item with the tip of the pen.
- To double-click an item on the screen as you would with the left button of a mouse, tap the item twice with the tip of the pen.
- To select an item as you would with the right button of a mouse, press and hold down the pen button on the shaft of the pen, then tap the item with the tip of the pen.
- To use the pen as an eraser in compatible programs, turn over the pen and move the eraser end across the tablet screen.
- Write on the solid line, not above or below it, using cursive or printing.
- Use mixed-case letters, not all uppercase.
- Write letters clearly, use even spacing between letters and words, complete each letter, and close up the tops of letters.
- Try not to overlap letters or rows of writing, and avoid adding another word before one you have already written.
- Avoid symbols where possible. Write symbols without slanting them, or insert symbols using the symbols pad.
- Avoid doodles, scribbles, or diagrams in the Writing Pad.

Tablet PC Input Panel Customization

You can customize the Tablet PC Input Panel based on your personal preferences, such as inserting text automatically, changing the ink thickness, and defining the amount of space between the lines in the writing area.

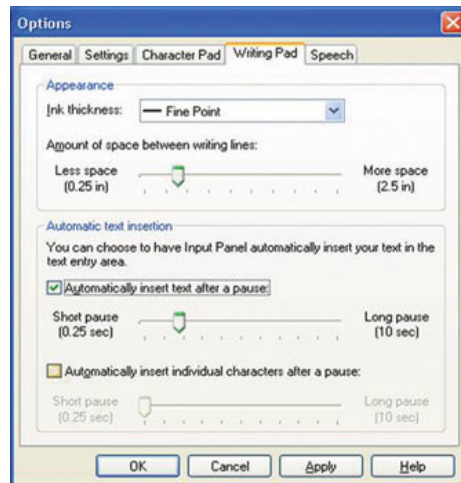


1. Tap on **Tools and Options** button in the Input Panel (right side of panel).
2. Choose **Options**. This will open a pop up window. There are 5 tabs across the top.

Options are available to customize each of the following settings – General, Settings, Character Pad, Writing Pad, and Speech.

To Customize the Writing Pad

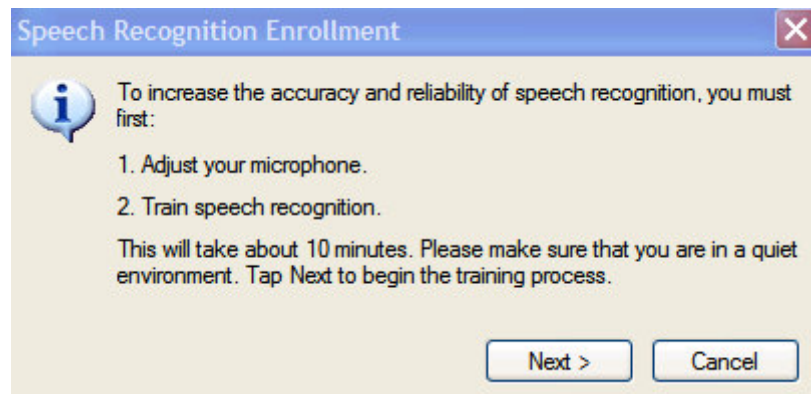
1. Click on the **Writing Pad** tab.
2. Customize **Appearance** by changing the Ink Thickness and amount of space between lines.
3. Customize **Automatic text insertion** to automatically insert text after a pause.



To Customize Speech

- Click on the Speech tab.
- Before you can use Speech to enter text or to control your computer, you must first display the speech features.
- When you use speech the first time, you are prompted to set up your microphone and train the computer to better recognize your voice.
- By using a microphone, you can speak to your Tablet either to dictate or give commands.
- Dictate to your computer to enter text into any program.
- Use voice commands to correct any errors, format text that you have dictated, or control any Windows-based program.
- Speaking to your computer is often easier and quicker than using the tablet pen to enter text. It may also be more comfortable, allowing you to rest your hands and wrists.

- Dictating to your computer enables you to save thoughts or ideas immediately, before you forget them.
- You can use speech features and your tablet pen at the same time. Use the microphone to enter text, and then use the pen to correct and format the text.
- Speech input is a very personal way to use your tablet computer. Experiment with different strategies to find the method that is most effective for you.



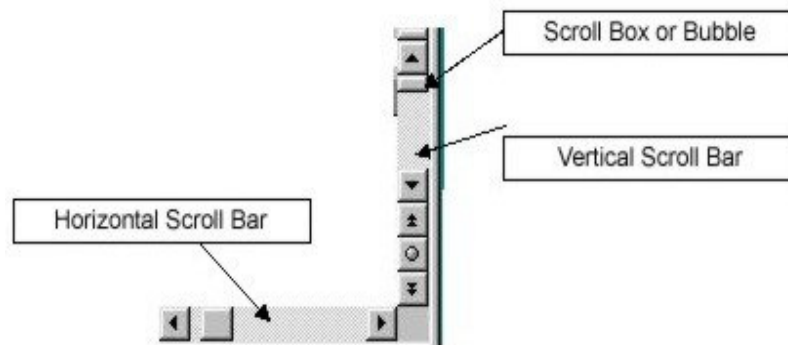
Windows XP Basic Functionality

Term	Description
Active Window	Refers to the window in which you are currently working. The active window has the color title bar (not the gray one).
Control Menu Box	Obtained when you right-click on a window's title bar. This box provides options to restore, move, size, minimize or maximize the selected window or close the application.
Desktop	The screen you see when you turn your computer on. It contains icons you can click to enter programs or open files. At the lower edge of the screen is the taskbar which shows frequently used programs as well as those programs already opened. There is only one desktop.
Menu Bar	Provides commands applicable for use in the application.

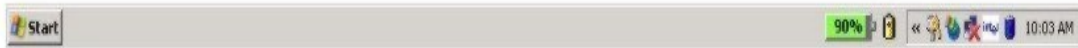
File Edit View Insert Format Tools Table Window Help

Scrolling

- **The Vertical scroll bar** is located on the right side of the window and is used to scroll up and down the page.
- **The Horizontal scroll bar** is located at the bottom of the window, and allows you to scroll to the right and left of the window.
- **The Scroll box** is another way to scroll either vertically or horizontally. Click on the scroll box and drag the box up or down, or left or right, to change your position within the window.



Task Bar







- The Task Bar contains the Start button, an area that displays icons for each program you have open, the time, and the System Tray.
- It is generally located at the bottom of the screen, however, you can relocate the Task Bar by left-clicking on it and dragging it to either the top of the screen or to either the far left or right side of the screen.

Title Bar



- Displays the name of the application and the document file name.
- The Title Bar also contains the following icons:

Icon	Description
 Close Button	Located in the upper right corner of a window on your screen, this icon provides one way to close an application.
 Maximize Button	Located in the upper right corner of a window on your screen, this icon maximizes the window to full-screen size.
 Minimize Button	Also located in the upper right corner of a window on your screen, this icon reduces the application to an item on the Task Bar (the portion of the screen which contains the Start button, and an area that displays buttons for each program you have open).
 Restore Button	Restores the window to the size it was prior to using the Maximize button.

Identifying Desktop Features

Start Button



- Use the Start Button to start a program, open a document, change system settings, get Help, and find files, folders, or another networked computer.
- The Start button is found on the Task Bar. When you click on the Start button, the following menu appears:









- The Start Menu consists of the following commands:

This Command	Does this...
My Documents	Opens the My Documents folder.
My Recent Documents	Displays a list of recently opened documents.
My Pictures	Opens the My Pictures folder.
My Music	Opens the My Music folder.
My Computer	Opens the My Computer folder.
Control Panel	Displays computer settings that can be modified such as Add or Remove Programs, Printers and Faxes, User Accounts.
Connect To	Allows you to connect to a remote dial-up connection or a wireless network.
Printers and Faxes	Displays installed printers and fax printers and assists you in adding new ones.
Help and Support	Opens up a central location for Help topics, tutorials, troubleshooting and other support services.
Search	Allows you to search for pictures, music, video, documents, files, folders, computers or people in your address book.
Run...	Allows you to run a program by entering the appropriate command .
All Programs	Displays a list of programs that you can select to start. You can also customize this list.**
Log Off	Logs off the current user.
Turn Off Computer	Displays a list of options that allow you to turn off, restart the computer, or put the computer in Stand By mode.

****When you select the *Programs* option from the *Start* menu, all of iLead applications should appear listed alphabetically, with all folders listed first, and then all programs.**

Identifying the Desktop Icons

Note that the icons marked with a double asterisk (**) require that you be connected to the network in order for you to use them properly.

Icon	Description
 My Computer	Double-click on this icon to display your computer's contents, including the files stored on this computer, hard disk drives, devices with removable storage and network drives.
 Recycle Bin	Use the Recycle Bin as a temporary "storage" place for deleted files. As long as you haven't emptied your Recycle Bin, you can use it to retrieve files that you accidentally deleted. To completely delete any files you have placed in the Recycle Bin, first right-click on the Recycle Bin icon, and then select the Empty Recycle Bin option from the pop-up sub-menu that appears.
 Microsoft Excel	Double-click on this icon to access the Microsoft Excel spreadsheet program.
 Microsoft PowerPoint	Double-click on this icon to access the Microsoft PowerPoint presentation program.
 Microsoft Word	Double-click on this icon to access the Microsoft Word word processing program.
 Internet Explorer	**Double-click on this icon to access the Internet Explorer Web browser.

Starting Programs

1. Click on the **Start** button and scroll up to **All Programs**. A list of the available programs will display.
2. Locate the application you want to start and click on it.
3. If there is a small arrow next to a folder name, this indicates that if you click on this folder, another menu will appear, displaying more options.
4. You do not need to keep the mouse button depressed to navigate through the menu.

Switching between Programs

1. Once you start a program, a button that represents the program appears on the Task Bar.
2. To switch from one program to another, simply click on the appropriate program button on the Task Bar. For example, the Task Bar below shows that Microsoft Word and Maple 8 are both running.



3. To switch between the two programs, left-click on the button of the desired application.

Closing Programs

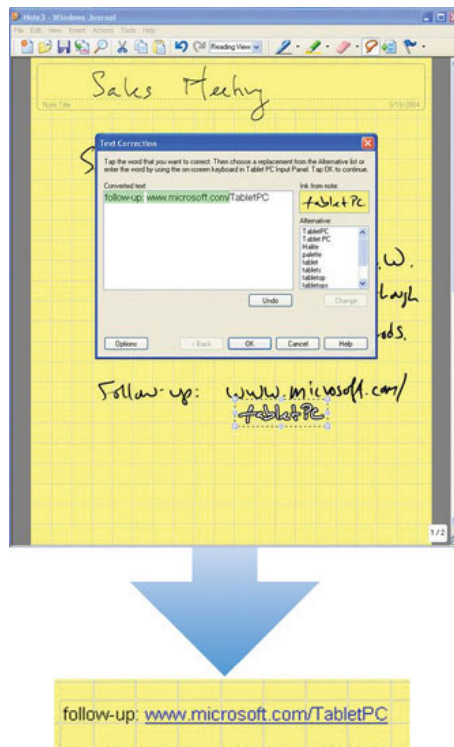
1. Save your files.
2. Use one of several ways to close a program:
 - a. You can click on the "X" button located in the top right-hand corner of the window.
 - b. You can click on the program's File menu, then select the Exit or Close option.
 - c. You can double-click on the upper left-hand corner program icon. (For example, for Microsoft Word it would be the "W" logo.)
3. If you haven't saved your work before closing the program, the system will prompt you to do so.

Application Tools

Windows Journal

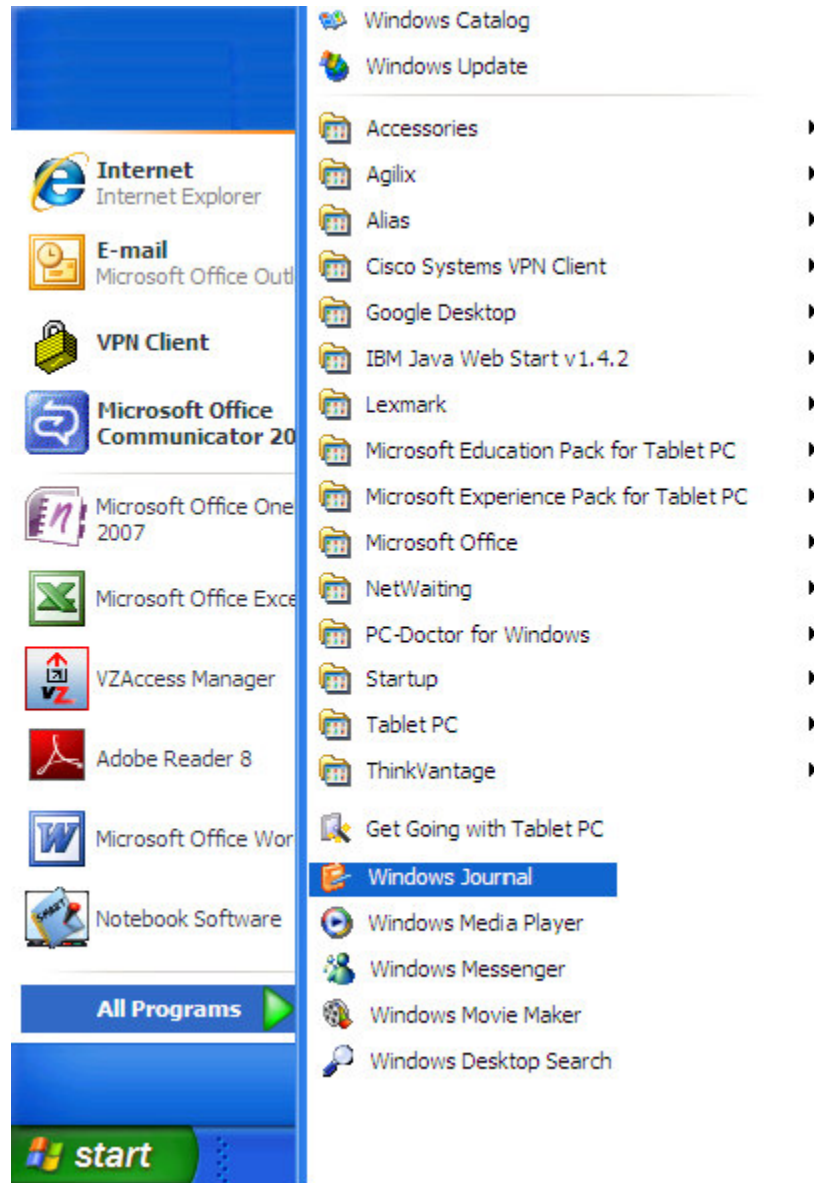
Windows Journal is a basic note-taking accessory that was created specifically for the Tablet PC. You can use it to capture handwritten notes and drawings, convert handwritten notes to text, import graphics files, and share notes with others.

- Capture handwritten notes and drawings.
- Change pens, highlighters, and erasers.
- Move items around on the page.
- Convert handwritten notes to text.
- Import graphics files.
- Share notes with others.
- Just like the paper version, use Microsoft Sticky Notes to keep information you need handy on your desktop.

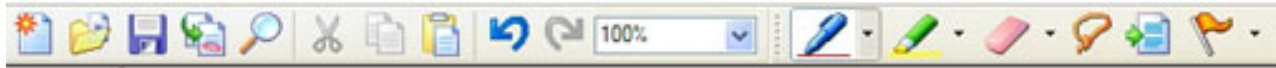


Opening Windows Journal

1. Click on Start.
2. Chose All Programs.
3. Chose Windows Journal.



Windows Journal Toolbar



Along the top of your screen, as with other familiar Office products, you have a standard set of visual shortcuts to specific functions of Journal. Starting at the far left, the shortcuts are:

	New Note: Use this to create a new note.
	View Recent Notes: Use this to navigate to notes you have previously created.
	Save: Use this to save the note you are currently working on.
	Import: Use this to bring other documents into Journal.
	Find: Use this to search through the current (or past) notes for specific words, notes, etc.
	Cut: Use this to remove a selected portion of your note.
	Copy: Use this to make a copy of a selected portion of your note.
	Paste: Use this to put either a 'cut' or 'copied' selection back into your note.
	Undo Ink Stroke: Use this to erase the last marking made.
	Redo Ink Stroke: Use to reverse or 'unerase' the last undo ink stroke.
	Zoom: Use this to zoom in or zoom out on your note. Alters the viewable area.
	Pen: Use this to write anywhere on your note.
	Highlighter: Use this to highlight anywhere on your note.
	Eraser: Use this to erase written or highlighted markings on your note.
	Selection Tool: Use this 'lasso' to select text written on your note.
	Insert/Remove Space: Use this to change the spacing of written text.
	Flag: Use this to mark certain portions of text for follow-up, importance, etc.

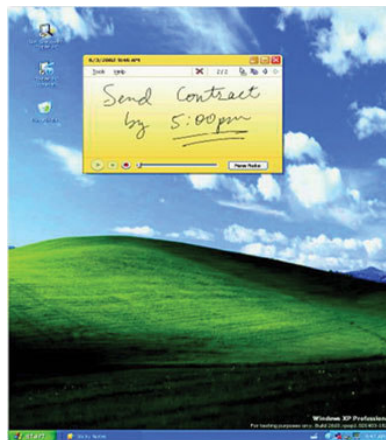
An additional toolbar to open up when in journal, for simplicity of pen color change is found under: **View -> Toolbars -> Format** When you click on format, you will see this toolbar pop up:



With this formatting toolbar, you will be able to tap a color with the pen, and then begin writing in the chosen color.

Sticky Notes

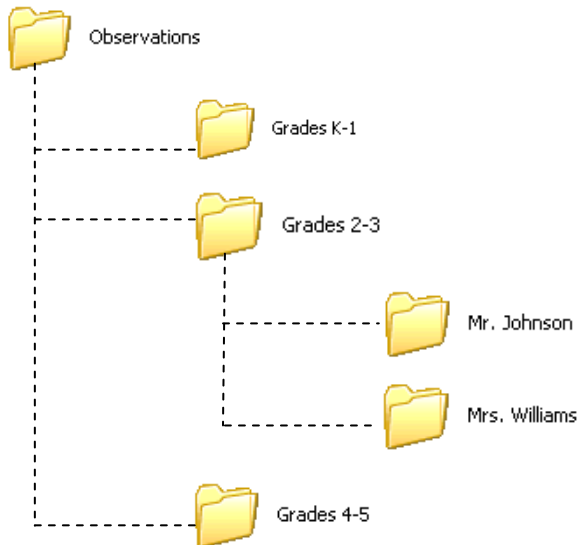
You can use the Sticky Notes Accessory to write and store short notes, phone numbers, and other reminders. You can place sticky notes directly on your desktop as quick reminders or to applications such as Word, to add electronic comments or reminders to your documents.



File Management

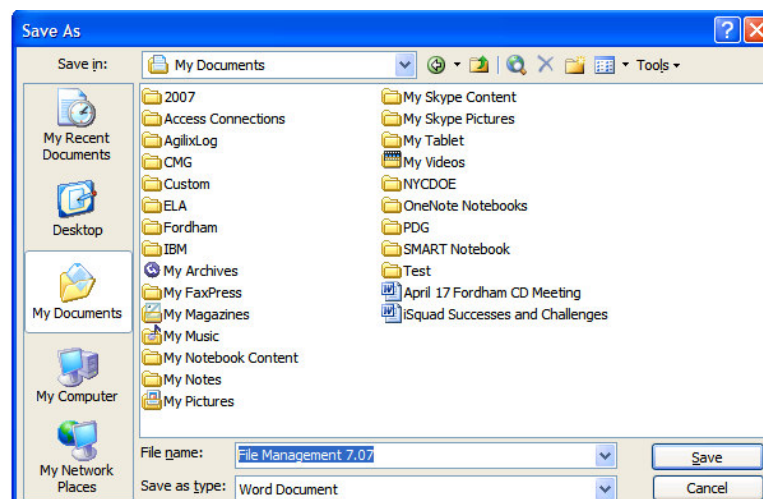
Each document, presentation, and picture is saved as a file. The default location that Windows uses when saving a file is the **My Documents** folder.

It is recommended that users create a hierarchal folder structure and save files in the appropriate folder.

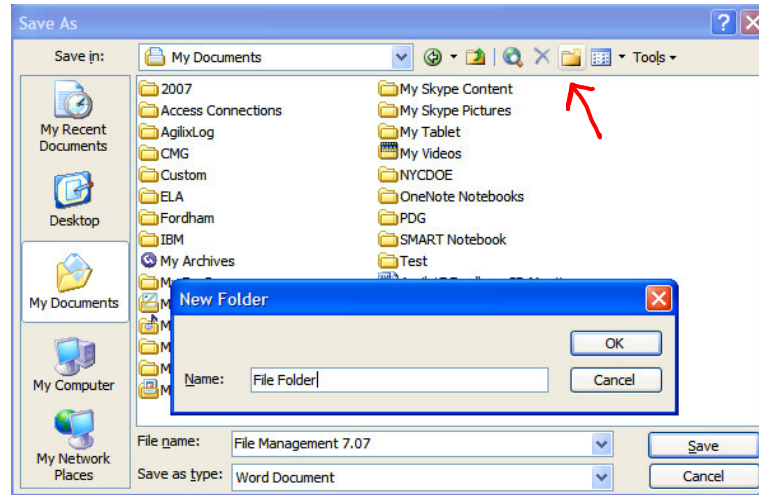


Save a File to a New Folder

1. Under the **File** Menu, select **Save As**. When saving a file, use a **File Name** that will assist in identifying the file at a later date.
2. Before you select the **Save** button, navigate to the **My Documents** folder using the **Save in:** pull down menu.



3. Select the **Create New Folder** icon located in the title bar of the **Save As** window.



4. When the **New Folder** appears, it appears with the default name *New Folder*. While this name is highlighted, rename the folder.
5. If the folder name is not highlighted, right-click on the folder, and left-click **Rename** from the context menu that appears.
6. Type in the name of the new folder and press Enter.

When saving a document in Windows Journal, the default saving location is a folder called My Notes, which is located in the My Documents folder. OneNote automatically saves to a folder called OneNote Notebooks, which is also located in the My Documents folder.

Tablet PC Web Resources

Tablet PC Basics

Tablet PC Ink

<http://office.microsoft.com/en-us/word/CH010342051033.aspx>

Tablet PC Input Panel with Gesture

<http://www.microsoft.com/windowsxp/using/tabletpc/learnmore/inputpanel.mspix>

Correct Text with Input Panel

<http://www.microsoft.com/windowsxp/using/tabletpc/pen/correcttext.mspix>

Customize your Tablet PC

<http://www.microsoft.com/windowsxp/tabletpc/evaluation/overviews/options.mspix>

Customize for Power Tablet Use

http://www.microsoft.com/windowsxp/using/tabletpc/expert/vanwest_03may28power.mspix

Working with Pen and Ink

<http://www.microsoft.com/windowsxp/using/tabletpc/pen/default.mspix>

Tablet PC Applications

Ink Integration with Office Applications

<http://www.microsoft.com/windowsxp/tabletpc/evaluation/office2003.mspix>

Outlook and RSS

<http://office.microsoft.com/en-us/help/HA102255561033.aspx>

Using E-mail and Web Quick Keys

<http://www.microsoft.com/windowsxp/using/tabletpc/pen/webandemail.mspix>

Tablet PC Resources

Microsoft Windows XP Tablet PC

<http://www.microsoft.com/windowsxp/using/tabletpc/default.mspix>

Tablet PC Resources for Educators

<http://www.microsoft.com/windowsxp/tabletpc/evaluation/bymarket/education/default.mspix>

5 Web's of Notetaking

<http://office.microsoft.com/en-us/help/HA102249621033.aspx>